

SECRET[REDACTED] 25X1
4 November 1982

MEMORANDUM FOR: Director of Communications

FROM: [REDACTED] 25X1

SUBJECT: [REDACTED] Monthly Report - October 1982 25X1

1. During the month of October 1982 there were 22 groups with a total attendance of 746 in conference and training activity [REDACTED] This compares with 28 groups with a total attendance of 615 during the month of October 1981. There are 32 groups with an estimated attendance of 593 scheduled for the month of November 1982.

2. Upon receipt of a draft of the audit report [REDACTED] it was noted that one of the two recommendations was considered to be in error. After a meeting at Key Building between the Chief, B&F Branch, [REDACTED] officials of the Audit Staff, the recommendation was withdrawn. The remaining recommendation involved the resolution of a delinquent medical advance received by an employee while serving overseas.

3. The DDA Information Management Officer has approved the utilization of a WANG System [REDACTED] Information on ordering the equipment will be provided from his office.

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6. Two portable communication units [REDACTED] were delivered to [REDACTED] on 22 October. The site selected was determined by the availability of power and the fact that the OC Engineering Division will have completed necessary processing within a 60-day period.

[REDACTED]

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7. The ☐ Consolidated Fund Drive was conducted 17 September - 18 October 1982. Monies received totaled \$838.00. This compares with \$929.00 received in 1981. Proceeds from the Drive will be distributed to local chapters of health and charitable organizations and the local Rescue Squad.

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